Selectboard Meeting Minutes May 13, 2024 Memorial Hall 2:00 pm

**Call to Order**: Selectboard Vice-Chair, Andrew Baker called the meeting to order. Others in attendance included: Selectboard Member, Rick LaPierre, Town Adminstrator, Terry Narkewicz, and John Walsh.

**Order of Business**:

**Review of RFP’s for Highway Pole Barn Solar Array** – the Town received a total of four proposals however, two were disqualified for failing to include a bid bond and including price proposal in the same envelope as the technical proposal. Two viable proposals were received from Greenfield Solar, Greenfield, MA and PV Squared, Greenfield, MA.

Members of the review team (Andrew, Rick, Terry and John) received copies of each proposal last week. Each member was asked to review the proposals and rate each one based on the criteria listed on the rubric scoring sheet provided by the Franklin Regional Council of Governments (FRCOG). Today’s meeting was scheduled to discuss the merit of each proposal.

Following a roundtable discussion on the value each member assigned to the evaluation criteria it was determined that both proposers were highly qualified to perform the work and both recommended similar equipment. The review team identified Greenfield Solar as slightly more advantageous given that they recommended a somewhat larger system 27.6 kW verses 25.5 kW and appeared more knowledgeable in the area of Federal Tax Credits available to the Town.

Recognizing that the outcome of this review was two-part (based on the merit of technical proposal and price), Rick LaPierre presented a motion to deem Greenfield Solar as the most advantageous proposer. Andrew seconded the motion. The motion passed unanimously.

Discussion: Terry will contact the FRCOG to see whether the Selectboard has the right to review both cost proposals before making a final award. If that is the case, the Board will review price proposals at their regularly scheduled meeting on May 20th and award the contract.

**Other Business**: John Walsh indicated that he is in the process of obtaining firmer quotes for deferred maintenance work that needs to be performed at the Cowell Gymnasium. Annual Town Meeting voters approved $55,000 for the first year of improvements. John is in the process of obtaining quotes for exterior painting, window shades, and windows.

**Adjournment**: Rick presented a motion to adjourn the meeting at 3:10 pm. Andrew seconded the motion. Motion passed unanimously.

Respectfully submitted,

Terry Narkewicz

Town Administrator